

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2018 Sexual Assault Services Program (SASP) Grant Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: February 8, 2019

**Funded through:
The Department of Justice,
Office on Violence Against Women (CFDA 16.017)**

Governor's Office of Crime Control and Prevention
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Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
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Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to local full service Rape Crisis Centers as identified by the Maryland Coalition Against Sexual Assault (MCASA) and MCASA.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Sexual Assault Services Program (SASP)** from the Governor's Office of Crime Control and Prevention (GOCCP). The primary purpose of SASP is to increase victim safety by supporting the establishment, maintenance, and expansion of rape crisis centers. These efforts support GOCCP's objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources.

If you need application assistance, please contact:

Charnette Holland, Sexual Assault Program Manager
410-697-9328
Charnette.Holland@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by subrecipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhances public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

The seventeen local, full service rape crisis centers as identified by the Maryland Coalition Against Sexual Assault (MCASA) and MCASA are eligible to submit no more than one (1) application for SASP. A list of eligible rape crisis centers can be found at https://mcasa.org/assets/files/RCC_update_2018.pdf.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Sexual Assault Services Program (SASP)

C. Submission Date

February 8, 2019 by 3 PM

D. Anticipated Period of Performance

April 1, 2019 to March 31, 2020

E. Funding Opportunity Description

SASP, created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, 42 U.S.C. §14043g, is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP provides intervention, advocacy, accompaniment (i.e. accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Rape crisis centers play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. In order to provide comprehensive services to victims of sexual assault, SASP assists states in supporting rape crisis centers in the provision of direct intervention and related assistance.

GOCCP announces the availability of \$407,424 in grant funds to rape crisis centers. Eligible subrecipients can apply as follows:

- Rape crisis centers that serve one jurisdiction are eligible to apply for up to \$21,000 in funding; and
- MCASA and Rape Crisis Centers that serve multiple jurisdictions are eligible to apply for up to \$30,000 in funding.

III. PROGRAM REQUIREMENTS

A. Purpose Areas

The purpose of SASP is to provide intervention, advocacy, accompaniment (i.e. accompany victims to court, medical facilities, police departments, etc.), support services, and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization (i.e. friends, coworkers, classmates) except for the perpetrator of such victimization.

Funds under SASP may be used to support the establishment, maintenance, and expansion of rape crisis centers to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

B. Accessibility

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, deaf individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos, and other materials must ensure they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

C. Non-Discrimination

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2014 OVW grants. This provision prohibits OVW grantees and subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.

D. Victim Safety

Ensuring victim safety is the guiding principle underlying this program. Applicants are discouraged from proposing projects that include any of the activities listed below which have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Procedures or policies that impose requirements on victims in order to receive services (i.e. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
- Procedures or policies that fail to include conducting safety planning with victims;
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
- Materials that are not tailored to the dynamics of sexual assault or to the culturally specific population to be served; and
- Policies that deny individuals access to services based on their relationship to the perpetrator.

E. Performance Measures

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of human trafficking victims served.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

In order to use the Office's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is January 18, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application, please contact Charnette Holland at 410-697-9328 or Charnette.Holland@maryland.gov.

The online application must be submitted no later than 3:00 PM on February 8, 2019 .

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL:
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	January 18, 2019
Deadline to Submit an Online Application	February 8, 2019
Letters of Intent Emailed/Denial Letters Emailed	March 1, 2019
Award Documents	March 2019
Sub-award Start Date	April 1, 2019
Sub-award End Date	March 31, 2020

VII. APPLICATION EVALUATION

GOCCP conducts an internal review of all formula grant applications to ensure applicants adhere to the Notice of Funding Availability eligibility criteria and program requirements. GOCCP will also assess the merits of the proposed program in each of the required areas outlined in the Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

Particular emphasis will be placed on the following sections of the application:

- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item)

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under SASP FY 2018 funding will begin April 1, 2019 and end on March 31, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services

Within a sub-recipient's organization, SASP may be used for programs and activities that provide direct intervention and related assistance. This may include:

- 24-hour hotline services providing crisis intervention services and referral
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or other household members
- Information and referral to assist the sexual assault victim and family or household members
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities
- Development and distribution of materials on issues related to the services described above

C. Unallowable Costs

The following services, activities, and costs cannot be supported with SASP at the sub-recipient level:

- Lobbying and administrative advocacy
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Trinkets
- Food/Beverages (the only exception is the allowance of food expenses for per diem for travel)
- Out-of-scope activities - grant funds may not be used for activities considered out-of-scope, including but not limited to:
 - o Research projects - However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, sub-recipients may not collect,

analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

- o Activities focused on prevention efforts and public education (i.e. bystander intervention, social norms campaigns, presentations on healthy relationships, etc.)
- o Sexual Assault Forensic Examiner programs
- o Sexual Assault Response Team coordination
- o Providing training to allied professionals and the community (i.e. law enforcement, child protection services, prosecution, other community based organizations, etc.)
- o Criminal justice related projects including law enforcement, prosecution, courts, and forensic interviews
- o Domestic violence services unrelated to sexual violence

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read your Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION INSTRUCTIONS

What an Application Should Include:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative
 - _____ Problem Statement/Needs Justification
 - _____ Program Goals
 - _____ Program Strategy
 - _____ Program Measurement
 - _____ Timeline
 - _____ Spending Plan
 - _____ Management Capabilities
 - _____ Sustainability
- _____ DUNS/SAM Registration
- _____ Letters of Support/Commitment (if required)
- _____ Budget and Budget Justification
 - _____ Personnel
 - _____ Operating Expenses
 - _____ Travel
 - _____ Contractual Services
 - _____ Equipment
 - _____ Other
- _____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- _____ Budget Prioritization
- _____ Certified Assurances
- _____ Certification Regarding Lobbying
- _____ Audit Findings/Corrective Action Plan (if applicable)
- _____ Single Audit Requirements (if applicable)
- _____ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.